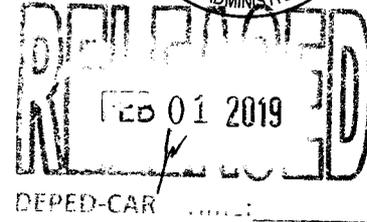




Republic of the Philippines  
Department of Education  
CORDILLERA ADMINISTRATIVE REGION  
Wangal, La Trinidad, Benguet



**UNNUMBERED MEMORANDUM**

TO : **ALL SCHOOLS DIVISION SUPERINTENDENTS  
ALL OTHERS CONCERNED**

FROM : **MAY B. ECLAR, Ph.D., CESO V**  
Regional Director

SUBJECT : **URGENT REPORT OF SEF UTILIZATION**

DATE : **February 01, 2019**

1. Attached is a copy of SEF Utilization Quarterly Report Inventory from the Office of Undersecretary for Finance under Budget and Performance Monitoring. Kindly submit your complete report using this template provided, "**Budget Accountability Form No. 1- Annex B**" and sent to [lailani.coronel@deped.gov.ph](mailto:lailani.coronel@deped.gov.ph) and copy furnish the Regional Office email address [car@deped.gov.ph](mailto:car@deped.gov.ph).
2. For information and immediate compliance.

Tracking Number:

1540031920

ORD/MBE/lyn

Telephone Numbers:

Office of the Director IV	-422-4074	Budget and Finance Division	-422-5155	Cash Section	-309-3017	Record Section	-309-3015
Fax Machine	-422-1318	Elementary Education Division	-422-7096	Physical Facilities Unit/ICT	-309-3011	Payroll Services Unit	-424-3993
Office of the Director III	-309-3013	Non Formal Education Division	-422-5187	Regional Planning Unit	-309-1234	Special Services Division	-424-5167
Administrative Division	-422-1804	Secondary Education Division	-309-3014				
		Supply Unit	-422-2198				



Republic of the Philippines  
**Department of Education**

**Agapang ng Pangalawang Kalihim**  
 Office of the Undersecretary for Finance  
 Budget and Performance Monitoring

ANNEX 1

**SEF UTILIZATION QUARTERLY REPORT INVENTORY**

As of January 24, 2018		2017				2018				Remarks
Region	Division	1st	2nd	3rd	4th	1st	2nd	3rd	4th	
CAR	Abra	/	/	/	/	/	/	X	X	Incomplete
CAR	Apayao	/	/	/	/	/	/	/	/	Complete
CAR	Baguio City	/	/	/	X	X	X	X	X	Incomplete
CAR	Benguet	/	/	/	X	X	X	X	X	Incomplete
CAR	Ifugao	/	/	/	X	X	X	X	X	Incomplete
CAR	Kalinga	X	/	/	X	X	X	X	X	Incomplete
CAR	Mt. Province	X	X	X	X	X	X	X	X	No Submission
CAR	Tabuk City	/	/	/	X	X	X	X	X	Incomplete

**REPORT of SEF UTILIZATION**  
For the Quarter Ending \_\_\_\_\_

Province/City/Municipality \_\_\_\_\_

Receipt from SEF \_\_\_\_\_

P \_\_\_\_\_

Less : **DISBURSEMENTS** (broken down by expense class and  
by object of expenditures)

**Personal Services**

\_\_\_\_\_  
\_\_\_\_\_

**Maintenance and Other Operating Expenses**

\_\_\_\_\_  
\_\_\_\_\_

**Capital Outlays**

\_\_\_\_\_  
\_\_\_\_\_

**Financial Expenses**

\_\_\_\_\_  
\_\_\_\_\_

**Sub-total  
Balance**

**P** \_\_\_\_\_  
=====

**Prepared by:**

\_\_\_\_\_  
Local Accountant

**Approved by:**

\_\_\_\_\_  
LCE, Chairman, LSB